

Finding A Job

Register for a job with us, we're the largest computerized job bank in Hawaii. And, there's no cost. Just go to a One-Stop Center today.

One-Stop Services

- Job listings
- Internet access to jobs
- Career Resource Room with computers, telephones and faxes for your use to find a job
- Information on local, state, and national job resources
- Career counseling
- Hiring requirements
- Job referral and placement
- Skills training programs
- Entrepreneurial information
- Job search skills training
- Other services to meet your needs

Your Work History

At the very least, summarize the following in writing; a more complete resume will state your work and career objectives.

- Name, address, phone number, email address
- Education: schools, diploma/degrees
- Special skills or interests
- Previous employment: employer's name & address, supervisor's name, job title, dates of employment, salary & reason for leaving.

Hawaii's Workforce Network

:: Good for Business

:: Good for Workers

Job Hunting Tips

- Tell your friends, relatives, neighbors and others that you are looking for a job.
- Contact union, professional and social organizations.
- Read the newspaper Help Wanted ads.
- Look for ads for federal, state or county civil service jobs available at One-Stop offices and in the newspaper.
- Scan the "Yellow Pages" of the telephone book for companies likely to hire people in your occupation.
- Attend job search workshops offered by One-Stop Centers.
- Review and update your resume. Classes are available to help you do this.
- Explore other occupations and opportunities using the Career Kokua computer system of local and national labor market information.
- Get more information on all of these tips and more at any of the Oahu Work Links, satellite or Neighbor Island One-Stop Centers listed on the back of this brochure.

The Department of Labor & Industrial Relations and the Workforce Development Division are Equal Opportunity Employers/ Program Managers.

Interview Tips

- Bring copies of your resume or a summary of your work history with you to the interview.
- Dress neatly and appropriately.
- Know something about the job and what the company or employer does; be able to explain why you can do the job and how you can help the employer.
- Go to the interview alone.
- Plan ahead for the unexpected in getting to the interview; arrive 15 minutes early.
- Don't smoke or chew gum; sit tall in the chair, don't slouch back; look directly at the interviewer.
- Answer questions directly and truthfully.
- Smile and speak clearly; be polite, honest and friendly; stay calm.
- Give brief, simple and direct answers.
- Don't talk about personal problems.
- Never complain about former jobs, bosses, co-workers or any specific task you had to do.
- Give positive answers about your abilities and accomplishments.
- If you lack experience, stress your other positive qualities (motivation, dependability, etc.).
- Send a thank you letter or note.

Be Prepared

Take the appropriate documents with you to the interview, if appropriate:

- Driver's License
- Birth Certificate
- Alien Registration Card
- Social Security Card
- U.S. Passport

Hawaii's Workforce Network One-Stop Centers

Auxiliary aids and services are available upon request. Call the nearest One Stop Center office below or TTY on Oahu (808) 586-8847 or TTY neighbor islands at 1-888-569-6859.

Oahu Work Links

Dillingham Shopping Plaza
1505 Dillingham Blvd., Room 110
843-0733 ext. 225 Fax 843-0256

Makalapa Community Center
99-102 Kalaloe Street, 2nd floor
488-5630 Fax 488-4957

Waialua Shopping Center
67-292 Goodale Avenue
637-6508 Fax 637-0120

Waianae Neighborhood Center
85-670 Farrington Hwy. Rm. 6
696-7067 Fax 696-7060

Downtown
830 Punchbowl Street, Room 112
586-8700 Fax 586-8724

Kaneohe
45-1141 Kamehameha Hwy.
233-3700 Fax 233-3709

Waipahu
94-275 Mokuola Street, Room 300
675-0010 Fax 675-0011

Maui One-Stop Career Resource Center
2064 Wells Street, Suite 108
984-2091 Fax 984-2090

Kauai Workwise Job Center
3100 Kuhio Hwy., Room C-9
274-3056 Fax 274-3059

Big Island Workplace Connection (Hilo)
180 Kionoole Street, Room 205
974-4126 Fax 974-4125

Satellite Centers -- limited services

Oahu Work Links (Kapolei)
601 Kamokila Blvd., Room 588
692-7630 Fax 692-7643

Big Island Workplace Connection (Kona)
74-5565 Luhia Street, Bldg. C, Bay 4
327-4770 Fax 327-4774

Big Island Workplace Connection (Honokaa)
45-3380 Mamane Street
775-0528 Fax 775-9954

Maui One-Stop Career Resource Center (Molokai)
55 Makaena Place, Room 4
553-1755 Fax 553-1754

*Hawaii's Toll Free
Job Link to
America's Workforce Network*

**1-877-US-2JOBS
TTY: 1-877-889-5627**

*State of Hawaii
Department of Labor & Industrial Relations
Workforce Development Division*

www.dlir.state.hi.us/wdd/

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Hawaii's Workforce Network



Finding A Job: Services & Tips



**Workforce
Development
Division**

An Equal Opportunity
Employer/Program Manager